

Providing Wage Evidence for your claim

When submitting a claim application through ADMS, you will need to upload evidence of wages paid to the apprentice during the claim period. There are two options when providing wage evidence for your claim.

Payment summary (from a payroll system)

A payment summary is a **single file outlining the date range and the gross wages paid for a period**. Some payment summaries will include a total amount, but others will require the employer to add up the total amount to enter in the claim form.

Payment summary **dates must align with the full claim period unless** the apprenticeship/traineeship was not in place for the entire period.

Where there is a **commencement** or **cancellation/completion/withdrawal** date within the claim period, the payment summary dates must reflect this.

Please read the [Using Payment Summaries as Wage Evidence fact sheet](#) for more information.

Payroll Prints (from a payroll system)

A payroll print is a **single file listing separate amounts for each pay period (weekly, fortnightly, or monthly) covering a whole claim period**. Some payroll prints will include a total amount, but others will require the employer to add up the total amount to enter in the claim form.

Payroll print **dates must align with the full claim period unless** the apprenticeship/traineeship was not in place for the entire period.

Where there is a **commencement** or **cancellation/completion/withdrawal** date within the claim period, the payroll print dates must reflect this.

Please read the [Using Payroll Prints as Wage Evidence fact sheet](#) for more information.

Individual payslips

You will need to **enter the date range and amount for each payslip** pay period – even those that include dates outside of the claim period.

ADMS will add up all the amounts you declare to populate the 'gross amount recorded' field in the claim form.

The **first** and **last dates** you enter **must match the earliest** and **latest** dates for any uploaded payslip.

ADMS will perform the calculations to exclude dates outside of the claim period when calculating your payment amount. You do not need to perform any calculations to remove amounts relating to days outside of the claim period.

Please read the [Using Payslips as Wage Evidence fact sheet](#) for more information.

Support

For assistance with ADMS, contact the National Customer Service Line (NCSL) on **1800 020 108**.

For feedback on this Knowledge Article, contact ADMSEngagement@dese.gov.au.